

Notice of Intent To Apply (ITA) **Safe Drinking Water Loan Program (SDWLP)**

Form 8700-260 (R 11/05)

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DNR Use Only
Loan Number
Postmark Date
Adjusted MHI

See instructional sheet. Read ALL instructions carefully before completing this form.

Notice: Safe Drinking Water Loan Program applicants are required to complete and submit this form by December 31 prior to application submittal as authorized by s. 281.61, Wis. Stats., and ch. NR 166, Wis. Adm. Code. Failure to submit a completed form by December 31 may result in the denial of loan funds for the project. Personal information collected on this form will be used for program administration and must be made available to requesters as required by Wisconsin Open Records law [s. 19.31 - 19.39, Wis. Stats.].

Section I: Applicant Information					
1. Local Governmental Unit			2. County(ies)		
3. Check one: <input type="checkbox"/> PERF attached <input type="checkbox"/> PERF previously submitted			Priority Score (if PERF previously scored for this project)		
4. a. If the applicant is a town sanitary district, public inland lake protection and rehabilitation district or municipal water district, is a map attached which indicates the local governmental unit's boundaries? <input type="checkbox"/> Yes <input type="checkbox"/> No, previously submitted, no changes			b. If a district, list the town(s) in which the district is located:		
5. Municipal Official or Authorized Representative Signing This Form			6. Main Municipal Contact*		
Name			Name		
Title			Title		
Street Address			Street Address		
City	State	ZIP Code +4	City	State	ZIP Code +4
	WI			WI	
Telephone Number (include area code)		Fax Number (include area code)	Telephone Number (include area code)		Fax Number (include area code)
E-Mail Address			E-Mail Address		
Section II: Consulting Engineer					
Engineering Firm			Contact Name		
Street Address			Telephone Number (include area code)		Fax Number (include area code)
City	State	ZIP Code +4	E-mail Address		
	WI				
Section III: Project Information and Cost Estimates					
Estimated or Actual Date of:		Month / Day / Year		Estimated or Actual Date of:	
				Month / Day / Year	
1. Engineering Report Submittal				3. Construction Start	
2. Plans & Specifications Submittal				4. Construction Completion	

*Should be someone familiar with the project and available on a daily basis.

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Section III: Project Information and Cost Estimates (continued)

5. List all local governmental units, if a joint project

6. Detailed Project Description (Narrative)

7. Project Cost Estimates

EPA Needs Categories	A. Project Costs	B. Funds From SDWLP	C. Funds From Other Sources
Source Rehabilitation or Creation	\$	\$	\$
Land Acquisition	\$	\$	\$
Source Water Treatment	\$	\$	\$
Transmission or Distribution	\$	\$	\$
Storage	\$	\$	\$
Other Needs	\$	\$	\$
Purchase or System/Capacity Restructuring	\$	\$	\$
Total Project Costs**	\$	\$	\$

**Adding columns B and C must equal column A.

8. a. Source of cost estimates

b. Source(s) of funds other than SDWLP, if applicable

c. Description of "Other Needs" (attach additional sheets, if necessary)

9. Residential population of project service area

Source of population data

Municipal Certification

1. **Procurement Requirements** - Recipients of SDWLP financial assistance must comply with federal, state and local laws when procuring professional services and construction contracts. All contracts for SDWLP projects are subject to staff review to determine that costs are eligible, allocable, and reasonable. When procuring construction work, equipment, raw materials or supplies for an SDWLP project, a local governmental unit must make good faith efforts to utilize disadvantaged business enterprises in the project, including soliciting bids from minority- and women-business enterprises (MBE/WBEs) and small businesses in rural areas (SBRAs) whenever the procurement must be bid under the state/local procurement laws. Prime contractors hired by the municipality must also make good faith efforts whenever they subcontract for construction work, equipment, raw materials or supplies. Refer to s. NR 166.12, Wis. Adm. Code, and the SDWLP's MBE/WBE/SBRA web pages (<http://www.dnr.wi.gov/org/caer/cfa/EL/Guide/MBEproc.html>) for further details on these guidelines.

2. **Certification** - I certify that I have read the above paragraph regarding Procurement Requirements, and, that to the best of my knowledge and belief the information provided on this ITA form and any attachments is true, accurate and complete.

Signature of Municipal Official or Authorized Representative

Date Signed

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General Instructions For Notice of Intent to Apply (ITA) Form

Local governmental units intending to apply for Safe Drinking Water Loan Program (SDWLP) financial assistance must submit the Notice of Intent to Apply (ITA) form. It must be postmarked or fax dated no later than DECEMBER 31 of the calendar year prior to the State Fiscal Year (SFY) that the local governmental unit is seeking financial assistance. The SFY starts July 1 and ends the following June 30; the ITA will be valid for one SFY. See sample SDWLP application cycle below.

Sample SDWLP Application Cycle:

December 31, 2005*:	ITA and Priority Evaluation and Ranking Form (PERF) deadline, 6 months prior to the start of the next SFY.
April 30, 2006:	Financial assistance application deadline for the next SFY.
July 1, 2006*:	Beginning of SFY; the first day a successful applicant's SDWLP loan can close.
April 30, 2007*:	Loan closing deadline for successful applicant.

(*The years shown are meant as an example only; adjust the years according to your timeline.)

Section I: Applicant Information

1. Provide the legal name of the applicant. Any Wisconsin city, village, town, county, town sanitary district, public inland lake protection and rehabilitation district or municipal water district is eligible to receive a loan from the SDWLP.
2. Provide the name of the county or counties in which the local governmental unit is located.
3. Check the appropriate box. A PERF is a Priority Evaluation and Ranking Form (Form #8700-265). The PERF is used to determine the priority score for a project. Provide the most recent project priority score determination, if applicable.
4. Check the appropriate box.
 - a. If the applicant is a town sanitary district, public inland lake protection and rehabilitation district or municipal water district, the district must attach a map to the ITA that indicates the district boundaries and locations of residential structures in the project area. The SDWLP will use the map in the process of determining a median household income for the applicant. If the applicant previously submitted a map, and there are no changes in district boundaries, a map does not need to be attached.
 - b. List the town(s) in which any portion of the sanitary or lake district is located, if applicable.
5. Provide the name and title of the municipal official or authorized representative signing the ITA. If someone other than a municipal official signs the form, the municipality's governing body must designate that individual by resolution to act as the authorized representative for the SDWLP project, and submit a copy of the resolution by December 31. Provide the postal address to which the SDWLP should mail official correspondence. Provide the phone and fax at which the SDWLP can reach the municipal official or authorized representative during typical business hours. Provide an e-mail address for this person if one is available.
6. Provide the name and title of the main municipal contact. The main contact should be someone familiar with the project that is available on a regular basis. Provide the postal address to which the SDWLP should mail official correspondence. Provide the phone and fax numbers at which the SDWLP can reach the main municipal contact during typical business hours. Provide an e-mail address for this person if one is available.

Section II: Consulting Engineer

Provide the name of the consulting engineering firm (if one retained), and a contact name, along with the postal address, phone, fax and e-mail address.

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Section III: Project Information and Cost Estimates

- 1-2. Provide the actual or estimated submittal date for each item.
3. The construction start date is the actual or estimated date of the notice to proceed.
4. The construction completion date is the actual or estimated date of final completion.
5. If this project will serve more than one local governmental unit, list all participants. Please note, a proposed or executed intermunicipal agreement must accompany a financial assistance application if the applicant's water will be obtained from facilities of another local governmental unit or if another local governmental unit will obtain water from the applicant's facility.
6. State the purpose of the project. Provide a detailed description of the major portions, processes and/or equipment included in the project. Do not write in short descriptions. The project description on the ITA should be similar to that on your Priority Evaluation and Ranking Form.
7. Indicate the actual or estimated cost of project activities for each EPA Needs Category. Include the total for each category in column A; i.e., all project costs, even if the costs are not being requested from SDWLP. The sum of columns B and C must equal column A (see example below). In column C, include funds provided for the project by a source other than SDWLP, including the applicant.

Project Costs Example:

EPA Needs Categories	A. Project Costs	B. Funds From SDWLP	C. Funds From Other Sources
Source Rehabilitation or Creation	\$422,800	\$300,800	\$122,000
Land Acquisition			
Source Water Treatment	\$32,000	\$32,000	
Transmission or Distribution	\$252,000	\$200,000	\$52,000
Storage	\$258,000	\$200,000	\$58,000
Other Needs			
Purchase or System / Capacity Restructuring			
Total Project Costs**	\$964,800	\$732,800	\$232,000

8.
 - a. Provide the source(s) of cost estimates provided in #7 above.
 - b. If you plan to fund a portion of this project with funds other than SDWLP funding, list the other sources. Examples of other sources: municipal funds, Community Development Block Grant, Rural Development grant or loan, etc.
 - c. Describe costs listed as "Other Needs".
9. Provide the residential population to be served by the project and the source of this information. Sources of information for this question, in order of preference are: 1) plans and specifications, 2) engineering report, 3) engineer's preliminary estimate, WPDES Permit, Department of Administration estimate, or census data.

Municipal Certification

After reviewing Sections I-III, a municipal official must sign and date the ITA. If someone other than a municipal official signs the form, the municipality's governing body must designate that individual by resolution to act as the authorized representative for the SDWLP project, and submit a copy of the resolution by December 31.

Send completed ITA to: **State of Wisconsin**
Department of Natural Resources
Bureau of Community Financial Assistance - CF/8
PO Box 7921
Madison, WI 53707-7921
Fax (608) 267-0496